

ONE STOP OPERATOR/FISCAL AGENT'S ISSUANCE NO. 2005-3

DATE: [October 21, 2005](#)
TO: All FEC Staff
FROM: Clyde McQueen, President/CEO
SUBJECT: **One-Stop Services Protocol**
EFFECTIVE DATE: [October 21, 2005](#)

BACKGROUND: This issuance is based on the WIA Act and the WIA Regulations dated August 11, 2000, and the WIA five-year plan, and FEC policies and procedures.

ACTION: The following One Stop Services Protocols should be implemented immediately.

- One Stop Menu of Services
- Job Order Form
- Business Outreach Form
- Referral Process (DWD to FEC and FEC to DWD)
- Toolbox Protocol
- Interagency Training (DWD/FEC Cross Training)

If you have any questions regarding this issuance, please contact Danielle Smith, Ext. 333 or Peggy Martinez, Ext. 239.